

# **City of Franklin Addendum No. 2 to**

**Purchasing Office Solicitation No.: 2012-023**

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1. Solicitation identified: This Addendum No. 2 applies to the following procurement:  
**liability, property and workers' compensation insurance products and services**  
**Purchasing Office Solicitation No.: 2012-023**
2. Notice to Proposers publication date: **December 15, 2011**
3. Solicitation release date: **December 15, 2011**
4. Optional Pre-Submittal Conference: **January 18, 2012, 2:00 p.m. Central Time,  
City Hall Board Room**
5. Addendum No. 1 release date: **January 25, 2012**
6. Addendum No. 2 release date: **February 7, 2012**
7. Deadline for optional submittal in  
writing of questions seeking to revise  
or clarify any aspect of this  
procurement solicitation: **February 14, 2012, 2:00 p.m. Central Time**
8. Proposals submittal deadline, opening: **March 1, 2012, 2:00 p.m. Central Time  
(Proposers are welcome but not required,  
or even expected, to attend the opening of  
all proposals received. No presentations  
will be conducted at this time.)**
9. Tentative date of interviews, if  
necessary, of one or more finalists: **Week of March 19, 2012**
10. Tentative date of release of City's  
tabulation of proposals received and  
notice of intent to award: **April 13, 2012**
11. Tentative date of award: Meeting of  
Board of Mayor and Aldermen at  
which is tentatively scheduled to be  
awarded the selection of the proposal  
that best meets the needs of the City: **April 24, 2012**
12. Effective date of policy or policies: **July 1, 2012, unless otherwise directed by the  
City of Franklin**

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13. Addendum:

In reference to the City of Franklin's December 15, 2011 Purchasing Office Solicitation No. 2012-023 for liability, property and workers' compensation insurance products and services, the City has been asked certain questions about the solicitation by one or more vendors who are potential proposers.

The purpose of this Addendum No. 2 is to provide to all vendors who are known or thought to be interested in responding to the referenced solicitation the City's responses to the questions that have been asked to date but have not already been answered by Addendum No. 1.

Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

**March 1, 2012, 2:00 p.m. Central Time**

Below are the questions asked to date and not answered by Addendum No. 1, and the City's responses thereto:

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Q1: What is the number of employees who handle, have custody or maintain records of money, including police officers?

A1: 218.

Q2: What is the number of employees or officials or managers not included in the prior two questions who handle funds or other property of employee benefit plans?

A2: Pension Committee – made up of two employees (not counted in number of A1), two citizens and two board members.

Q3: Can the Workers' Compensation losses be grouped by your internal departments?

A3: Please see Appendix No. 3 ("Franklin, TN 2011-2012 Insurance Schedule") as revised and released with Addendum No. 1.

Q4: Sewer utility: Need the type of utility that you have – Treatment Plant, Lift Stations and/or Pumps; if there is a Treatment Plant is this Primary, Secondary, or Tertiary?

A4: We have a Wastewater Treatment Plant and a Water Treatment Plant. We have 27 lift stations and 4 water booster stations.

Q5: Sewer utility: Need more information about the monitoring (how often) and operations.

A5: We follow all of TDEC's guidelines.

Q6: Water utility: More info about gallons distributed, miles of pipe (construction of pipes), number of users (residential, commercial, and industrial)?

A6: We distribute 2,000,000 gallons. There are 320 miles of sanitary sewer pipe and 275 miles of water distribution pipes. There are 17,000 distribution points and 22,000 wastewater points.

Q7: Water utility: Source of the water, monitoring information (how often, lead testing)?

A7: Our sources are Harpeth River and Cumberland River. We purchase 4-5 million gallons of water from Harpeth Valley which is from the Cumberland River. We follow all of TDEC's guidelines. We have high scores on our water.

Q8: Garbage collection: Where trash is dumped, landfill certified, and type of waste? Is the landfill owned by the City? If yes are you required to carry a reclamation bond on the land?

A8: Trash is dumped at Middlepoint Landfill on Jefferson Pike in Murfreesboro, TN. It is owned by Republic Services and is certified to take municipal waste. Our type of waste is municipal waste. The City owns and operates a transfer station. This station handles municipal waste and refuse from private haulers.

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Q9: Crime information: Type of safes (if any)? Number of locations where money is located? Is more than \$2,000 at any premises overnight?

A9: There are three safes within City facilities. Two are at the Police Department Headquarters. One can potentially contain money used for our Narcotics/Drug Task Force. It is not standard practice to keep over \$2,000 in the safe – it would only be for a drug buy. There is another safe that is used for money that is confiscated. There is a safe at City Hall that holds more than \$2,000 overnight so that our utility billing cashiers can stock their cash drawers. Cash deposits are made daily.

Q10: Crime information: Security provisions (CPA Audit, Internal Audit, bank statements, alarms, etc.)?

A10: The City of Franklin hires a CPA firm to conduct an annual audit. Finance is responsible for internal audit and investigation if something is brought to their attention. We get monthly bank statements and they are reconciled monthly. There are no alarms. We have one CPA on staff.

Q11: Auto: More information about any maintenance and safety programs, MVR's run, how often?

A11: MVR's are run annually on all employees that drive regularly or have the opportunity to drive a city vehicle.

Q12: Auto: Any autos transport any explosives, inflammable, or radioactive materials?

A12: No.

Q13: Law enforcement liability: Any law enforcement personnel attended a sponsored seminar in the past year? Are they a LETN subscriber?

A13: City allots the Police Department a budget to further police officers' training above the department's required minimum training.

Q14: Law enforcement liability: Any seasonal increase in population? If yes please explain percentage and if there are any borrowed officers.

A14: There is no seasonal increase in population.

Q15: Law enforcement liability: Any contracting of law enforcement to any other public or private entities?

A15: DEA and FBI.

Q16: Law enforcement liability: Are you party to any mutual aid, reciprocal, or regional task force agreements?

A16: Mutual aid is state-wide. This includes surrounding areas – Williamson County and Brentwood and the State Highway Patrol.

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Q17: Law enforcement liability: Do you authorize employee moonlighting? If yes, please explain and percentage and type (any bars or taverns)?

A17: Police officers can request secondary employment and it is dependent on the police chief's approval. The duties could be security for downtown events, crowd control, directing traffic for churches, special events and security for Williamson Medical Center.

Q18: Law enforcement liability: List all specialized law enforcement units (SWAT, Critical Incident, Drug Task Force, etc.) and brief description of each.

A18: **The Special Response Team (SRT)** spent the year focusing on improving individual skills through specialized outside and in-house training, expanding team capabilities with the addition of new skills and equipment, and maintaining team staffing levels.

The SRT training is conducted twice per month. Training is focused to sustain skills in marksmanship, hostage rescue, resolution of barricade situations, rappelling, warrant service operations, tactical emergency medical support, and tactical leadership. Team members attend outside training courses to include Tactical Carbine, Tactical Pistol, Firearms instructor school, and breaching instructor school.

The Special Response Team participated in several community oriented events. Some of these include the Citizens Police Academy and Boy Scouts of America. These programs help to educate the citizens about the SWAT Team, what its mission is, and what its capabilities are. The team conducted classroom lectures, equipment displays, and live demonstrations.

The Special Response Team responded to numerous calls for service. SRT is utilized for call outs from the Patrol Division, Narcotics / Vice Unit, as well as the Criminal Investigations Division. The team executes high risk warrant services for narcotics and wanted persons. The team also responds to a barricaded subject following a homicide. The Special Response Team apprehends suspects and secures various types of illicit narcotics in each of its calls for service.

**Crisis Negotiation Team** responds to barricaded subjects. The team is placed on standby for SRT felony warrant service. Members of the Crisis Negotiation Team participated in 88 hours of training which included an advanced course and a course in special topics offered by the FBI.

The team currently consists of three negotiators who are under the direct supervision of the SRT Commander.

**The K-9 Unit** assists the Franklin Police Department in the detection of illegal narcotics as well as evidence and suspect location while maintaining superior standards in training and certification. Continued education of K-9 Unit members is a priority in achieving unit goals. Members of the unit receive advanced training in criminal enforcement and attended numerous training courses

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recognized for the most current techniques in canine training and operations. The K9 Unit also strives to educate the entire police department in K-9 operations.

**Mounted Patrol** consists of one certified trained mounted police officer, and certified equine. The unit is used for special events, crowd control, park patrol, and public relations.

**The Traffic Enforcement Unit** is tasked with investigating all Personal Injury crashes within the City of Franklin and any Property Damage crashes which occur on public roadways. Further, the Traffic Enforcement Unit is tasked with identifying high crash areas in the City and identifying causes of those crashes and tries to mitigate those through increased enforcement efforts.

**The Critical Incident Response Team (CIRT)** functions as a subdivision of the Traffic Unit and is on call 24 hours a day to investigate all crashes involving a fatality or critical injuries. Seven members of the team are certified as Crash Re-constructionists. To become certified as a Crash Re-constructionist, officers must complete six weeks of intensive training through the Institute of Police Technology and Management (IPTM) or the Governor's Highway Safety Office (GHSO).

CIRT members are also called upon by the Criminal Investigations Division (CID) to assist with crime scene documentation for major incidents such as homicides or other complex crime scenes. CIRT members use the same equipment to create scale diagrams of the crime scene and to document the precise locations of key evidence.

**The Motorcycle Unit** Using three BMW R1200 RT-P police motorcycles, the Motorcycle Unit assists the Traffic Unit during funeral escorts, dignitary escorts and parades. When not performing escort duties, they perform traffic enforcement and traffic control at crashes. With their smaller size they are able to work through traffic congestion where a larger patrol car would have more difficulty.

**Narcotics/Vice Unit:** Oversees, manages, and controls all drug enforcement, prostitution, gambling, and gang activities within the City of Franklin. The unit handles cash on hand for the purchasing of illicit narcotics from criminals and criminal enterprises. The unit is responsible for cash seizures, vehicle and property forfeitures, management of confidential informants, a record and evidence handling.

**Flex Unit** assists with community oriented policing efforts and street crimes. The unit is a patrol operations function.

**Internet Crimes Against Children Task Force** is responsible of investigating online child exploitation, solicitation, and child pornography. Detectives are Certified Forensic Computer Examiner.

The ICAC Task Force coordinated investigative efforts with a myriad of law enforcement agencies at the local, state, and federal level to include the Tennessee

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Bureau of Investigation, Secret Service, Federal Bureau of Investigation, Immigration and Customs Enforcement.

**The Underwater Recovery Team (URT)** is utilized to recover evidence, contraband, bodies, or property from beneath water sources that are too deep or would otherwise impede conventional evidence recovery techniques. Presently, Franklin Police's URT is the only formal dive team in Williamson County.

Although Franklin has no major lakes, it does have the Harpeth River that runs through our city limits for approximately 15.5 miles. The river intersects five major roads in Franklin which are Hillsboro Rd, Franklin Rd, Murfreesboro Rd, Mack Hatcher Pkwy, and Interstate 65.

In addition to the Harpeth River, quarries, and farm ponds, there are almost 100 catch basins in the various subdivisions throughout Franklin. Team staffing level is currently at four active diver/tenders with openings for two additional diver/tenders. All members of the team are certified by Professional Association of Diving Instructors (PADI) for Dry Suite and Open Water. In addition, two members are certified by Dive Rescue International in Public Safety Divers, and Underwater Crime Scene Technicians. They are trained in the use of technical diving equipment not normally used in recreational diving. In addition to standard scuba gear, members are trained to use surface supplied air, underwater metal detectors, full AGA face masks, and underwater communications. As divers may be required to dive in polluted farm ponds, they are trained to use an environmentally sealed rubber dry suit. Most local dives are performed in zero-visibility "black water" and therefore divers are trained to work off of a tether and search for evidence by feel.

Q19: General information: Copy of your policies and procedures manuals and when it was last updated?

A19: See [www.franklin.tn.gov](http://www.franklin.tn.gov). Go under Human Resources department – manual was updated 7-2011.

Q20: Jail operations: Do you operate a jail? If so then we will need some additional information about the policies and procedures and a copy of the policies and procedures manual if you have one.

A20: No.

Q21: Education and training: Need some more info about the education requirements, any testing done (psychological, etc.), background checks before hiring officers?

A21: All officers have to be eligible to be POST certified. This means a background free from felonies and misdemeanors. They all go through a lengthy background check through our Criminal Investigations Division. They also get a psychological and polygraph tests.

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Q22: Education and training: Any formal training required of law enforcement?

A22: All officers have to become POST certified. Officers are required to attend a minimum 10 week basic police school at a state certified police academy. They also complete 19 weeks of on-the-job training within the department itself before they are released to the street. They attend 40 hours minimum of annual in-service training. Of the 40 hours, 8 hours is dedicated to firearms requalification, 2 hours of emergency vehicle operations, 1 hour investigating child sex abuse, 1 hour of handling mentally ill and the remaining of the 40 hours varies depending on CALEA (Commission on Accreditation of Law Enforcement Agencies) requirements and departmental needs.

Q23: Education and training: Any special type of training before using guns/batons/mace etc.?

A23: Officers participated in gun qualification course included in annual in-service training. New officers are sent to the police academy in Davidson County. All officers are trained in ASPs, chemicals and TASERS in in-service training.

Q24: Education and training: Any in-service training updates?

A24: The Police Department conducts in-service training annually.

Q25: Dispatching and 911 services: Do you handle dispatch? If so, what types of services?

A25: Yes, the City of Franklin handles dispatch for Police and Fire departments. They also have the capabilities of monitoring the Public Works radio channels.

Q26: Dispatching and 911 services: Do you handle 911 services? If so, please explain what types of services.

A26: Yes, the City of Franklin handles 911 services. Our dispatch also handles Public Safety Answering duties which can include non-emergency calls. Williamson County handles all EMS calls.

Q27: Dispatching and 911 services: If yes to the above, we will need more information about the department, training and any procedures manuals.

A27: The procedures manual is extremely large. Please be more specific on what you need from manual. All dispatchers go through basic certification training and become NCIC certified. There is initial new hire training and annual in-service training.



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- Q28: Public Officials and Employment Practices Liability: Does the City operate any of the following: ABC Board, Irrigation District, Library District, Economic Development Committee, Flood Control District, Land Re-Utilization District, Wildlife Conservative District, Department of Social Service, Sanitation and Refuse District, and/or Special Regional Tax Assessment Authority?
- A28: Beer Board – handles permits for special events and liquor licenses. No Irrigation District. No Library District. The Economic Development Committee is through Williamson County and the City of Franklin participates that. There are three local chambers (3) that have economic development organization. The chambers are considered private and the Williamson County Economic Development Committee is public.
- Q29: Public Officials and Employment Practices Liability: List types of authorities (e.g., Transit, Housing) established by the City.
- A29: Franklin Transit Authority and Franklin Housing Authority
- Q30: Zoning: Need more information about zoning board and how it is run. Please provide a copy of its policies and procedures manual.
- A30: Administrative manual is on [www.franklintn.gov](http://www.franklintn.gov) under Planning & Sustainability. It is the 7<sup>th</sup> edition.
- Q31: Employee information: Union members? If so, what percentage?
- A31: The City of Franklin doesn't recognize unions.
- Q32: Employee information: Turnover information?
- A32: 4% turnover in 2010 and 3.4% turnover in 2011.
- Q33: Employee information: Any past claims involving the EEOC?
- A33: Yes.
- Q34: Employee information: How employee incidents are handled? Please provide a copy of policies and procedures manual.
- A34: In HR Manual (see [www.franklintn.gov](http://www.franklintn.gov) under Human Resources). Please refer to Article XV and Article XVII.
- Q35: Streets and Roads: Details on miles of roads, maintenance, inspections?
- A35: The City of Franklin has 284 miles of road. The inspections are done by our road inspectors. We have three road inspectors. We have a resurfacing program and the roads are periodically inspected.

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Q36: Bridges: Details on bridges, how they are maintained, construction of, types/warnings, inspection details?

A36: The State of Tennessee inspects all bridges.

Q37: Fire Department: Any volunteers? If yes, how many?

A37: No volunteers.

Q38: EMT: Any volunteers? If yes, how many?

A38: No EMT volunteers.

Q39: Parks and Recreation: Types of parks, any golf courses?

A39: The City of Franklin has recreational parks. We have football fields and baseball fields. We have several historical parks. We have two dog parks. We have two Frisbee golf courses and one skate park.

Q40: Parks and Recreation: Type of training for personnel at Parks?

A40: We have mandatory safety training, bobcat training, bucket truck training, harassment training, Employee Drug Awareness training, Civil Treatment training. Three employees are certified in playground inspection.

Q41: Property: Date of last appraisal?

A41: Last complete appraisal was November 21, 2007. There were two more done on May 6, 2009 and February 5, 2010(this is where we added the police station).

Q42: Property: Roof update information?

A42: The City does not have roof update information readily available.

Q43: Cyber Liability: Website services description?

A43: See new Appendix No. 5, "Franklin, TN Privacy Policy and Disclaimer," available upon request made to the Purchasing Office ([purchasing@franklin@tn.gov](mailto:purchasing@franklin@tn.gov)).

Q44: Cyber Liability: Network and information security policies and procedures manual?

A44: All of our network, security (email, wireless access, firewalls, VOIP phone system, active directory, cyber & malware blocking) and other IT procedures are housed on our IT department technical drive (access by only security personnel). MIT doesn't plan to list this in manual form as that would allow exposure if such a document is readily available. Our MIT director is willing to discuss this with any insurance company.

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Q45: Cyber Liability: Communications and media policies and procedures?

A45: See new Appendix No. 6, "Franklin, TN Communications Policy," available upon request made to the Purchasing Office ([purchasing@franklin@tn.gov](mailto:purchasing@franklin@tn.gov)).

Q46: I need to confirm some of the data that was contained in the Addendum No. 1 regarding Appendix 3. On Tab 16 (Property More than 500' from a Covered Location), it looks like there are some values missing individually for some guns, some of the individual Fire Department equipment have no values and reflect REF#, and the first two listed items do not appear to be listed in the total of \$3,516,383.90. Could you please reflect the missing values and confirm that the final total of Property More than 500' from a Covered Location is \$3,517,133.90?

A46: The City requests that proposals use the total amount shown at the top of Tab 16 (\$3,516,383.90) of Appendix No. 3 ("Franklin, TN 2011-2012 Insurance Schedule") as revised and released with Addendum No. 1 instead of focusing on any line item values listed elsewhere on Tab 16. The line item values listed elsewhere are illustrative only.

Q47: May we obtain the current general orders of the Franklin Police Department?

A47: Yes, see new Appendix No. 7, "General Orders of the Franklin Police Department," available upon request made to the Purchasing Office ([purchasing@franklin@tn.gov](mailto:purchasing@franklin@tn.gov)).

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14. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."
15. Questions, requests for clarifications, and requests to revise the procurement solicitation; addenda: To ask questions, to request clarifications about any aspect of this procurement solicitation, or to request revisions to the procurement solicitation prior to the deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of the procurement solicitation, please contact:

City of Franklin Purchasing Office  
Franklin City Hall, Suite 107  
109 3<sup>rd</sup> Ave. South  
Franklin, TN 37064  
[purchasing@franklinton.gov](mailto:purchasing@franklinton.gov)  
Tel: 615/550-6692  
Fax: 615/550-0079

Depending upon the inquiry, the City may request that the question, request for clarification, or request for revision be submitted in writing, whereupon the City may make all vendors known or thought to be interested in the solicitation aware of the inquiry and of the City's response thereto.

16. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.